

FIRE PREVENTION INSPECTOR I/II

Class Definition

Under supervision, inspects, examines, evaluates, and approves the construction or alteration of fire safety systems, and approves the construction or alteration of buildings, structures, and properties for fire hazards and for compliance with local fire ordinances and state laws.

Distinguishing Characteristics

Positions in these classes are flexibly staffed. Fire Prevention Inspector I is the entry level class in the Fire Prevention Inspector series. Incumbents are sworn, non-safety personnel assigned to the Fire Department to conduct field inspections of residential, commercial, industrial, and institutional facilities to assess conformity with the Fresno Municipal Code, Uniform Fire Code, National Fire Protection Standards, and State and local fire safety codes. Fire Prevention Inspector I incumbents are expected to progress with appropriate training, experience and satisfactory performance to Fire Prevention Inspector II, the journey level of the class series. Fire Prevention Inspector II incumbents perform job duties with a minimum of supervision. These classes differ from Senior Fire Prevention Inspector in that incumbents in the latter provide lead direction to lower level staff and are assigned the more advanced and complex duties.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Reviews building construction plans and project construction to ensure compliance with building and fire safety standards.

Plans and conducts field inspections of residential, commercial, industrial, and institutional facilities to assess conformity with fire safety codes and other laws and ordinances.

May provide field assistance to fire company personnel as necessary.

Provides technical advice to property owners in the methods of controlling and eliminating hazardous conditions.

Identifies fire hazards, demonstrates fire hazard control techniques, and instructs the general public in fire prevention methods.

Prepares correction notices and letters pertaining to initial inspections; prepares documentation in support of citations or warrants for arrest of violators; testifies in court on criminal and civil matters filed by the Fire Prevention Bureau on offenses against fire laws, ordinances, and regulations.

Prepares and issues infraction and misdemeanor citations for fire code violations.

Prepares reports, standard forms and letters; keeps inspection and plan records for assigned buildings.

Performs related duties as required.

Knowledge, Abilities, and Skills

(By the end of the probationary period, incumbents must demonstrate adequate knowledge, abilities, and skills to perform tasks at the journey level.)

Knowledge of the geography of the City of Fresno.

Knowledge of fire safety systems used in residential, commercial, industrial, and institutional facilities.

Knowledge of the Uniform Fire Code, Uniform Building Code, State law and nationally recognized standards.

Ability to acquire and apply knowledge of fire safety systems used in residential, commercial, industrial, and institutional facilities.

Ability to learn the methods and techniques of fire inspection.

Ability to use a variety of personal computer business software applications to prepare clear, concise and comprehensive records, reports, correspondence, and other written materials.

Ability to establish and maintain effective working relationships with those contacted during the performance of assigned duties.

Ability to perform basic math skills.

Minimum Qualifications

Fire Prevention Inspector I

Graduation from an accredited college or university with a Bachelor's degree. Experience as an Inspector with a Fire Prevention Bureau of a paid Fire Department or a local government building department may be substituted for the required four years of education on a year-for-year basis; OR graduation from an accredited junior college with an Associate of Science degree in Fire Science.

A Fire Prevention Inspector I may be promoted to Fire Prevention Inspector II, after one year of experience and upon the recommendation of the appointing authority.

Fire Prevention Inspector II

One year of experience equivalent to that gained as a Fire Prevention Inspector I with the City of Fresno.

Special Requirement

Possession of a valid California Driver's License is required and must be maintained for the entire term of employment in the job class.

APPROVED: _____

Director

DATE: _____